

Interagency Coordinating Council (ICC) Committee Minutes

May 11, 2006 via Videoconference

Members/Designees Present

Cindy Holmes	Chris Ashman, designee for Department of Defense Representative
Ginger Paul	Amy DiLorenzo, designee for Mental Health/Mental Retardation Services
Annette Bridges, designee for Department of Education	Germaine O'Connell, designee for Department for Public Health
Melea Rivera, designee for Office of Insurance	Shirley Wilson, designee for Cabinet for Community Based Services
Jan Williams, designee for Commission for Children with Special Health Care Needs	

Staff Present

Sarah Walker	Meredith Brown	Kathy Miller	Eileen Cameron	Pam Rockwell
Jackie Sampers	Kristi Lunceford	Connie Coovert	Jo Robertson	

Guests Present

Sandy Milburn	Paula Goff	Scott Tomchek	Angie Guest	Bonnie Thorson-Young
June Fortner	Tonya Shea	Shawna White		

SUBJECT	DISCUSSION	ACTION
Welcome	Germaine O'Connell, designee for the Department for Public Health, facilitated the meeting. Ms. O'Connell called the meeting to order and asked everyone to introduce themselves.	None needed.
Approval of/Additions to the Agenda (Attachment A)	Germaine O'Connell mentioned she had an addition to Old Business.	None needed.
Approval Of Minutes	March Minutes and attachments were sent via e-mail wherein members reviewed before the meeting. Sarah Walker announced Chris Ashman and Ginger Paul should be added to "members present".	A motion was made by Chris Ashman and seconded by Cindy Holmes to approve March Minutes. The motion carried.
Old Business: Orientation	The ICC agreed a need for an Orientation Manual with Handouts for new ICC members is necessary. ICC members were asked to volunteer to create a manual. No one volunteered. Germaine O'Connell suggested the Part C staff be responsible for pulling together Orientation material.	Germaine O'Connell will contact Meredith Brown to begin this project.

SUBJECT	DISCUSSION	ACTION
Old Business: Provider Recruitment	Meredith Brown updated the ICC on the severe provider shortage statewide and the impact this issue has on the program. Angie Lawrence, Financial Administrator for the program, has contacted various Professional Boards regarding the need for various service providers. Germaine O'Connell asked the ICC to form a committee to address this problem. Paula Goff, Robert Day, Jackie Sampers, Amy DiLorenzo, and Jo Robertson volunteered to serve on this committee. The ICC suggested a questionnaire be presented to providers for input and exist interviews be conducted to investigate why the program is losing providers. Rising gas prices was noted as one reason providers are leaving.	Jackie Neal, Procedures Development Coordinator who oversees contracts, will be asked to forward contact information on any providers no longer wishing to provide services to the committee chair, once the chair is appointed.
Old Business: Membership	Germaine O'Connell indicated a person in the Cabinet is willing to help the ICC get new members appointed. The Technical Assistance Teams (TATs) will be requested to approach their District Early Intervention Committees (DEICs) asking for nominations.	Sarah Walker will email the TATs requesting them to ask their DEICs to nominate providers and/or parents who are willing to serve on the ICC. ICC members should attend the DEIC meetings to answer questions regarding ICC membership. The DEICs are requested to send the names of those they wish to nominate to Sarah Walker as soon as possible at sarahd.walker@ky.gov with contact information, and what capacity they will serve. Sarah will then forward this information to the Executive Committee. Further action will be taken at the next Executive meeting.
Old Business: Electing a Chairperson	Germaine O'Connell added this topic to Old Business. Sarah Wilding, current Chairperson, is ineligible to serve in the capacity of Chairperson according to federal statutes since she is the designee for the Department for Public Health.	ICC needs to elect a new Chairperson and Vice-Chairperson.
Old Business: March Meeting Public Comment	Germaine O'Connell asked if anyone addressed the questions posed during the Public Comment at the March meeting. No one knew if the questions were answered.	Part C staff will ask the ICC Evaluation Committee to address the questions posed during Public Comment at the March meeting.

SUBJECT	DISCUSSION	ACTION
New Business: Awards	Nomination forms were sent to ICC members via email before the meeting. Discussion evolved to clarify the designation of each award. The nomination form explains the Marge Allen Spirit Award is to be used to nominate a person who has helped promote the state wide dream of Early Intervention in Kentucky and the Jim Henson Service Award is to be used to recognize a person who has impacted the program on a local or regional level to insure the reality of Early Intervention in Kentucky. A discussion was held regarding how to pay for the awards and to set a deadline for nominations to be received in Central Office. ICC members were asked to volunteer to form a committee to review the nominations and decide award winners.	TATs will be asked to request each DEIC to make a contribution to pay for the awards. Sarah Walker will check on the cost of the awards and email the information to the ICC and TATs. July 1 st is the deadline for nominations to be received in Central Office. After the deadline, Sarah Walker will forward copies of nominations to Annette Bridges, Ginger Paul, and Steve Davis who volunteered to serve on the committee.
Part C Coordinator Report (Attachment B)	Meredith Brown presented the report. She also added that Joyce Robl, Branch Manager for the Early Childhood Development Division, has represented First Steps on the Infant-Toddler Institute Planning Committee. Bonnie Thorson-Young asked Ms. Brown to elaborate on the financial projection for First Steps as rumors have erupted. Ms. Brown indicated there was a cut in tobacco funds which should not affect the First Steps program. All direct service funds are utilized from federal dollars.	None needed.
Record Review Report (Attachment C)	Scott Tomchek reviewed the report. He stated a half time staff member has been added to assist with pre-reviews. Mr. Tomchek answered questions regarding Established Risk conditions. Model forms were prepared by the Record Review team and sent to TATs to share with providers.	Meredith Brown will contact Scott Tomchek to set up a meeting with Brenda Curry-White from Central Billing and Information System regarding data on Established Risk conditions.
Technical Assistance Team Report (Attachment D)	Murray State University Team presented a report detailing their activities and giving an overview of the districts they serve.	None needed.
District Early Intervention Committee Report (Attachment E)	June Fortner, former chair of the Purchase DEIC, presented a report. Tonya Shea, newly appointed co-chair, was also present to answer questions.	None needed.

SUBJECT	DISCUSSION	ACTION
Evaluation Committee	<p>Scott Tomchek, co-chair, announced that the committee meets monthly. The committee provides support to Jackie Sampers in reviewing credentials of Primary Level Evaluator (PLE) applications. The committee is also examining and providing information regarding the PLE Mentorship program. Minutes are taken at every meeting and Mr. Tomchek stated the ICC may be interested in reviewing them.</p>	<p>Germaine O'Connell asked Mr. Tomchek if the Evaluation Committee could address the questions posed by the Public Comment at the March ICC meeting. Mr. Tomchek stated he will update the ICC at the next meeting after taking the questions to the Evaluation Committee. Mr. Tomchek will send minutes taken at the committee's meetings to Sarah Walker who will forward to ICC members.</p>
Public Comment	No public comment.	None needed.
Announcements	<p>Germaine O'Connell announced that Sarah Wilding is retiring. Ms. O'Connell will remain the Department for Public Health representative and will facilitate the meetings until the ICC takes action to elect a new Chairperson.</p> <p>Ms. O'Connell announced she has a conflict on the date scheduled for the June Executive Committee. The committee is scheduled for June 22nd at 1:30. The Executive Committee will be contacted in regard to changing the date. The next ICC videoconference meeting is scheduled for July 13, 2006 at 10:00 am Eastern time.</p>	<p>Sarah Walker will email the ICC Executive Committee regarding a change in the June meeting date.</p>

**Kentucky Early Intervention System
Interagency Coordinating Council
May 11, 2006
Videoconference Meeting Agenda**

Sites:

- Department for Public Health, 3rd Floor Distance Learning Center - Frankfort
- Kentucky Advanced Technology Institute - Bowling Green
- UK Dickey Hall - Lexington
- Seven Counties Services IT Office, 11001 Bluegrass Parkway, Suite 200 - Louisville
- Purchase District Health Department - Paducah
- Murray State University, Collins Bldg, Room 209 - Murray

Welcome, Introductions, Review and Approval of Minutes

Inquiry re: Public Comment

Old Business:

- Orientation
- Request to assist with Provider Recruitment
- Membership - Nomination Committee

New Business:

- Jim Henson and Marge Allen Awards for 2006

Part C Coordinator Report

Featured Technical Assistance and District Early Intervention Committee (DEIC) Report - Murray State University

Program Consultant: Kathy Miller

Parent Consultant: Pam Rockwell

Program Evaluator: Eileen Cameron

Purchase District DEIC: June Fortner/Tonya Shea

Standing Committees:

- Financial - Bonnie Thorson-Young
- Evaluation - Scott Tomchek/Elizabeth Schumacher
- Communication/Public Awareness and Advocacy - Vicki Wright
- Family Support - Parents
- Operations - Cindy Holmes/Joe Hersh

Special Committees:

- Natural Environments - Chris Ashman
- Nomination Committee
- Awards
- Personnel - Vicki Stayton
- Orientation

Summary, last call for Public Comment, Wrap up

Part C Coordinator Report
May 2006

General Update

Due to the concern over Kentucky's 45 day timeline, Sarah Walker and I have been working with the National Early Childhood Technical Assistance Center (NECTAC), Mid-South Regional Resource Center (MRRC), and the National Center for Special Education Accountability Monitoring (NCSEAM) on ways to streamline this process. A Stakeholder meeting was held May 2-3, 2006. Cindy Holmes acted as the ICC representative. During this meeting, we worked through the 45 day timeline process and brainstormed ways to improve Kentucky's performance to comply with the federal regulation. NECTAC will compile this information and submit it to Central office for review.

Financial Update

As of May 10, 2006, 83 percent of the year has elapsed and we have expended 71 percent of the First Steps dollars. We remain under budget.

Staff Update

Central Office has posted an advertisement in Louisville and Lexington newspapers for the Quality Assurance Administrator position. Also we are in the process of advertising for the Training Coordinator position.

WEISSKOPF CHILD EVALUATION CENTER, UNIVERSITY OF LOUISVILLE**Summary of Record Reviews****FY 2005 – 2006****July 1, 2005 – April 28, 2006**

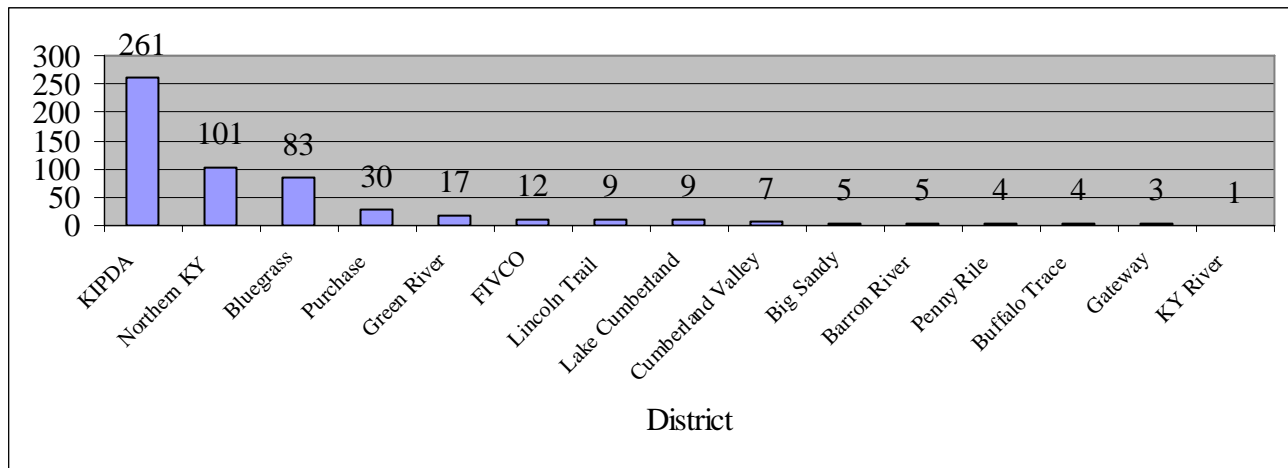
Review Type	N	Determinations	Criteria
Eligibility	75	67 - Eligible 2 - Denied 6 - Deferred pending additional testing	<ul style="list-style-type: none"> • Request • PLE Report
Intensive Authorization	87	66 - Approved for autism diagnosis and related program planning	<ul style="list-style-type: none"> • Review of Request Form • Review of all submitted records • Description of child's social-communication • MCHAT conducted with parents and providers
		10 - Approved for Childhood Apraxia of Speech (CAS)/Dyspraxia diagnosis and related programming	<ul style="list-style-type: none"> • Review of Request Form • Review of all submitted records • Review of phone contact questions • Receptive language vs. expressive language findings in relation to measured cognitive skills • Description of speech sound production • Description of oral mechanism and oral-motor status • Description of feeding status
		7 - Approved for other – (e.g., Regulatory/Anxiety Disorders; motor/CP)	<ul style="list-style-type: none"> • Review of Request Form • Review of all submitted records • Review of phone contact questions • Clinical judgment, DSM-IV criteria
		4 - Denied -Diagnosis established (3) -Appropriate plan	<ul style="list-style-type: none"> •
Service Exception	389	384 - Service Exception Approved Units Approved per Plan: Range: 12 – 528 Mean: 215.76 Unit Frequencies: - 0 – 144: 35 -145 – 164: 15 -165 – 184: 52 -185 – 204: 76 -205 – 224: 49 -225 – 244: 68 -245 – 264: 35 -265 – 284: 4 -285 – 304: 34 - > 305: 16	<ul style="list-style-type: none"> • Review of Request Form and letters • Review of all submitted records <ul style="list-style-type: none"> • Current developmental presentation/status • Rate of documented progress • Current and proposed interventions • Request merit • Review of phone contact questions • Available practice standards or guidelines (Autism, CAS) • Movement from service to support model
		5 – Denied service exception/units	
Total	551		

Notes:

- 27.8% (n = 153) of the 551 requests have had previous reviews (majority for service exception)
- Data reflects an increase of 78.9% over the same period FY 2004-2005 (N = 308)
- Data does not reflect an additional 360 Primary Service Coordination Unit reviews also completed in this reporting period

- Projected FY 2005-2006 Total: 666.33 Record Reviews
 - FY 2004-2005: 7.27/week average
 - FY 2005-2006: 12.82/week average
 - 74.4% increase

Referrals by District:



Timeline Indicators:

Average days from complete file to review: 5.06 days

Average days from review to reports being mailed to IFSP Team: 4.42 days

Average total days from complete file to final notification mailed to IFSP Team: 9.47

Report to the ICC - May 11, 2006
Kathy Miller, Program Consultant
Murray TA Team – cover Pennyryle and Purchase Districts

In the Past Year:

Eileen Cameron replaced Ron McGregor as the program evaluator

2 Orientation trainings were held in Murray

1 PSC module was in Bowling Green

2 IFSP Follow-up trainings for all SCs in my districts conducted with Eileen

Attended Autism and KY EC Institutes in Louisville, Infant Toddler in Lexington

Attended Open House for new WKATC in Owensboro

Attended all DEIC meetings for both Purchase & Pennyryle districts

Planned and attended all PSC Quarterly meetings for both districts

June PSC Quarterly meeting is a joint effort for both districts and school personnel to review the regional Interagency Transition Agreement, offer alternative PSC meeting in case some can't attend the joint meeting

Held a PSC Forum, an extra meeting optional for PSCs, to introduce the contact people at the new WKATC in Owensboro and discuss updates on AT loans and equipment retrieval

Attended all state staff meetings, either as videoconferences or in Frankfort

Attended Parent Orientation training overview in Elizabethtown

Presented "Moving on Up" Overview at Regional Transition Conference in Hopkinsville with Nancy Lovett, Calloway County RTC

Attended Preschool Coordinators' meeting in Grand Rivers

Attended RTC Transition Meeting and Autumn Horizons (KDE, RTC, KSD) at Lake Barkley State Park

Made arrangements for and attended Provider Forum in Paducah

Made arrangements for the Sensory Impairments training in Hopkinsville

Attended Primary Evaluator Videoconferences in December and April

Provider Gaps – PSCs, OTs and STs in Pennyryle; OT and ST in Purchase – mostly rural counties

**ICC Report
May 11, 2006**

I began working as Program Evaluator at MSU in May of 2005. During my first couple of months, I learned everything I could about First Steps mentoring with program evaluators Penny Williamson and Nan Slaughter. Other evaluators were quick to offer their expertise when questions arose, often spending time with me either before or after state staff meetings or other functions in which we were all present. I have and continue to consult daily with other members of my TA team, as well as other TA teams when needed. There is a continual learning curve as new situations and questions arise all the time.

Due to the fact that this position was vacant for approximately 10 months, there was a tremendous backlog in monitoring visits. Near the end of July, 2005, I began chipping away at this backlog. To date, I have conducted 54 program evaluations which has impacted 1,942 families. I have approved 39 action plans, and investigated 5 complaints. There are 5 more providers to review before my first full round is completed.

A database was created so that I may track and monitor evaluation activities. With the addition of several new providers over the past months, the Purchase and Pennyrile Districts now have a total of 72 providers. I have added 10 new providers to the database since the inception of this tracking system.

I have made it a practice to keep the communication lines open between my office and the providers in the field. An excellent way to achieve this has been to send out quarterly monitoring updates, via e-mail, to all of our providers. This has been well-received and many providers have indicated they appreciate getting the feedback.

I do not believe the Purchase & Pennyrile Districts have what I would classify as "critical" problems. Issues are being dealt with when they arise, information is being communicated, feedback is being given, and there is a good working relationship between the monitoring arm of this TA team and the providers. Most all of my review reports cite regulations and policies that deal with content of reports, inadequate staff note documentation (i.e. transfer of skills, offers to reschedule therapy, miscalculated units), and required documents missing from provider files. In addition, some reviews revealed assessments were not being completed and reports were not being provided within the required timeframe. One continuing complaint from our PSCs is that they are not receiving Discharge Summaries from therapists once the child leaves the program.

The providers have been reminded that there have been no huge changes in this program for more than a year. My goal is to get everyone rowing the boat in the same direction. This is being achieved, slowly but surely, with the assistance of my other team members. As I've told the providers, I'm proud of their hard work and dedication to the program.

Respectfully submitted this the 11th day of May, 2006.

Eileen G. Cameron, MS
First Steps Program Evaluator
Murray State University

PARENT CONSULTANT REPORT TO ICC MAY 11, 2006

PARENT ORIENTATION

Parent consultants exploring more effective dissemination of info
Possibly CD or DVD made available through PSC/ISC or even
Public Library system across state

PARENT CONSULTANT/PARENT DIRECT CONTACT

Parent Consultants discussing to what extent direct contact with
families is important to families during the 1st three years

Parent Group facilitation seems to be of value – has longer-lasting
effect

PARENT CONSULTANT ROLE IN TRAINING

Is very important for imparting empathic understanding to new and
existing providers

PARENT CONSULTANTS AND COACHING

Parent consultants could potentially play a significant role in helping
providers gain a better understanding of the Coaching model of
service delivery

TRAINING REVISIONS

I and Anne Bolle continue to work on revising Provider Orientation
training. First WebBased Module: History and Laws has been
submitted to TATs for feedback

Purchase District DEIC

Review of Activities:

Our DEIC is comprised of approximately 25 active members who meet at the Mayfield – Graves County library every other month (free room). We had been meeting monthly but last fall we voted to move to quarterly meetings, then to every other month.

We follow the same basic agenda each month and try to add new information for providers and parents through guest speakers.

Speakers from some of our previous meetings include:

- Mike Paul who spoke to us about the dangers of Meth and what we need to look for when we enter homes. How and where to report what we see.
- Kris Hayes from Western Kentucky Assistive Technology Resource Center to provide us with information on what is available and how to “borrow” it for the families we serve.
- Upcoming speaker will be from the Four Rivers Behavioral Health Dept. regarding the services it can provide to children and families to help with behavior problems.

Our DEIC has voted to use the DEIC budget to:

- provide families with items needed for travel to/from Louisville for specialists
- provide POE with give-a-way items for baby fairs and child find activities
- print 200 copies of the Step by Step transition booklet for PSC / ISC use with families

We discuss service gaps in each of the 8 counties that we serve and introduce new providers as they come on board. We consistently show a need for Nutritionists, PT and OT in all counties and have managed to find ST for most of the area at this time but those slots fill up quickly in the river counties.

We also discuss any new training opportunities for both parents and providers in our area (very few) and in the rest of the state.

Last meeting we voted in new co-chairs for the Purchase DEIC. They are Marcia Harbison, PSC and Tonya Shay, SLP. They will take over with the new fiscal year at the July meeting.

Some of the upcoming activities that we have discussed are updating our voting members list and our “Provider Notebooks” to purge the therapists who are no longer providing services for our families and add the new ones who have completed their training and are ready to work. We hope to keep these books current by updating our bio-sheets as we update our contract every 2 years.